



Texas Department of Motor Vehicles

Automobile Burglary and Theft Prevention Authority

2014 ABTPA Redesign Report



Automobile Burglary and Theft Prevention Authority Redesign Report

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ABTPA Committee Redesign Workshop

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ABTPA Redesign Workshop

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ABTPA Redesign Preface: The Story of ABTPA

History in the Making

Established by the 72nd Texas Legislature in 1991, the Texas Automobile Theft Prevention Authority (ATPA) became the first statewide initiative charged with reducing automobile theft in the State of Texas. In 2007, the 80th Texas Legislature expanded the scope of the Program to also include the reduction of vehicle burglaries. This expansion led to a name change from ATPA to what the Program is currently known as today - The Automobile Burglary and Theft Prevention Authority (ABTPA). ABTPA's mission and core values focus not only on reducing and preventing motor vehicle thefts and burglaries, but also on providing a much needed sense of safety and security to everyday citizens across the State of Texas.

Here and Now

Since its induction into the Texas Department of Motor Vehicles (TxDMV), ABTPA has not undergone an internal audit. As a result, ABTPA has carried out its mission with rules, statutes and processes requiring amendments to effectively support the business of the Program. In May 2014, The Internal Audit Division of TxDMV initiated an audit of ABTPA. The initial findings were reported to the ABTPA Board of Directors in executive session, at the June 2014 Board meeting. On June 27, 2014, an Interim Director was appointed to ABTPA and on July 8th, the ABTPA Board authorized the Interim Director to pursue a "redesign" of the Program to address the recommendations of the internal audit and foster continuous improvement.

The approaching October 13, 2014, ABTPA Board meeting served as the deadline for the completion of the initial audit response and the redesign efforts, as any associated changes would require Board approval. The October meeting was the only opportunity for ABTPA to present its proposed changes before the upcoming Legislative session and start of the fiscal year (FY) 2016 grant cycle.

Based on the predetermined deadline, it was evident that an enormous amount of detailed work needed to be accomplished in a relatively short amount of time. Essentially the entire ABTPA Program had to be evaluated and reassessed with the audit recommendations, grantee needs, business intelligence and program sustainability at the forefront of all decisions.

ABTPA did not possess the necessary resources or skillsets required to successfully overhaul the entire Program on its own behalf. In order to supplement those skills held by ABTPA staff, the Interim Director identified and acquired advanced level resources as components of the "Redesign Team." The Interim Director obtained a Business Analyst (BA) from the TxDMV Enterprise Project Management Office (EPMO), a statistician gained through the state procurement process and a dedicated TxDMV general counsel resource to replace the Office of Attorney General legal representation for ABTPA. These additional resources, ABTPA staff and the Interim Director, made up the eight (8) member Redesign Team charged with reshaping the

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Program to ensure compliance with universal grant monitoring standards and applicable rules and regulations.

In addition to forming the ABTPA Redesign Team, the Interim Director, with Board authorization, created the “Redesign Taskforce Workgroup” and the “ABTPA Advisory Committee Redesign Taskforce.” The Redesign Taskforce provided grantee insight and perspective on the overall ABTPA Program as whole, while the Advisory Committee Taskforce focused on offering feedback and recommendations regarding ABTPA’s current Advisory Committees.

ABTPA’s grantees and their unique experiences and perspectives heavily influenced the redesign efforts. The goal of the redesign was to address internal audit findings while restructuring the Program and to provide an organization that supports grantees in their endeavors to effectively serve communities across Texas.

ABTPA Redesign Methodology

The ABTPA Redesign Team approached the overall redesign effort by reviewing and providing responses to each of the recommendations outlined in the internal auditor’s “Draft Report.” The report served as the catalyst for assessing all aspects of ABTPA, starting with the grant application process and ending with both the ABTPA staff and Board members’ responsibilities to grantees.

The vision set by the Interim Director was to recreate a program that exceeded, not only current grantee needs, but also forecasted the future in order to identify trends and changing environments. Conducting business as previously performed was no longer a viable option, therefore the Redesign Team was empowered to collectively and individually challenge the relevance and validity of all aspects of ABTPA.

After reviewing the audit findings and utilizing its recommendations as a starting foundation, the Redesign Team set out to evaluate ABTPA’s legal requirements by assessing Vernon’s Texas Civil Statute (statute) and ABTPA Administrative Rules (rules) for relevancy and applicability in the Program’s future state. The Redesign Team proposed a number of changes to Article 4413(37) of statute. If the recommended changes are approved during the upcoming Legislative session, all statutes currently found in Vernon’s Texas Civil Statute relating to ABTPA will be relocated to the Texas Transportation Code.

Prior to the Redesign Team’s evaluation, there were a total of 53 (fifty-three) ABTPA Administrative Rules. A subset of these rules were identified as no longer appropriate for ABTPA business, while others were deemed as a better fit in an administrative manual. The evaluation of the Administrative Rules included the assessment of how each rule relates to ABTPA business continuity; as a result there are now 21 (twenty-one) recommended Administrative Rules and a working draft of an ABTPA Grant Administrative Manual. The remaining Administrative Rules will better serve the Program, and the new ABTPA Grant

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Administrative Manual will provide organizational instructions and serve as a grantee source document for standard operating policies and procedures.

The Results

The ABTPA Redesign Team gathered recommendations and feedback from numerous sources, but arguably none were more essential than the viewpoints of grantees. The Redesign Team spent nearly two (2) months in sequestration to analyze all information and ultimately create new processes and procedures to design ABTPA's future state. During the process two fundamental elements became apparent: 1) There is a definite need within Texas for ABTPA and 2) ABTPA cannot thrive without the collaborative efforts and unique partnerships among ABTPA grantees.

The State's necessity for ABTPA is made evident through statistical data, as such records clearly and succinctly outline the Program's influence. In 1991 when ABTPA was created, motor vehicle thefts were at 163,837 with a population of 17,349,000. In 2012, nearly twenty-one (21) years later, motor vehicle thefts had declined to 64,982 while the population rose to 26,059,203. The most plausible explanation for this decline is the implementation of ABTPA and the grant funding provided to grantees with the explicit mission of reducing motor vehicle thefts and burglaries. These figures suggest that in spite of the dramatic population increase, motor vehicle thefts fell by nearly 60%. Twenty-three (23) years later, ABTPA remains the only initiative of its kind in Texas, and its impact continues to resonate throughout the State.

Collaboration is what makes ABTPA much more than a local initiative limited by defined law enforcement jurisdictions. The collaborative effort requires grantees working together to apprehend highly mobile suspects and sharing information to better prepare law enforcement agents in the ever changing, fast paced criminal environment. Grantees also testify that the cooperation and the "ability to have day to day interaction(s) with multiple law enforcement agencies...has been instrumental in the large number of arrests." Joint efforts also allow grantees to "work beyond (their) former jurisdictions and boundaries." Based upon this insight, ABTPA is proposing a revision of the grantee goals and objectives to include "strategies" that offer grantees the opportunity to receive recognition for the collaborative efforts and partnerships already taking place in the field. In short, during the redesign process ABTPA came to the revelation that the Program does not simply provide grant funding to local law enforcement, more accurately, ABTPA serves as the hub of a statewide network focused on reducing automobile related crimes.

The Future of ABTPA

ABTPA is poised for recognition on both state and national levels. ABTPA is known throughout Texas as instrumental in the reduction of crimes relating to motor vehicle thefts and burglaries. Through grantee taskforces, ABTPA has also shown that national security and personal safety hinge on the proactive efforts of ABTPA. "Gateway crimes" are crimes that lead to other larger, more significant criminal activities. Some of the more severe gateway crimes include organized gang related activities, human trafficking and stolen vehicles serving as transportation for illegal entry across Texas borders and throughout the United States. Though these crimes at first, appear

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only automobile related, they pose a threat to national security and the personal safety of everyday citizens.

The proposed modifications to ABTPA rules, statutes and business processes have set the foundation for ABTPA's emergence into the nation's forefront. ABTPA business processes have been thoroughly evaluated for endurance in ABTPA's shift from more reactive to proactive in its efforts. Reporting requirements have been adjusted and streamlined to allow law enforcement agents more time in the field, and the rules and statutes no longer applicable have been removed.

The ABTPA Redesign Team made a sincere attempt to carefully analyze all proposed modifications to ABTPA's current state. The following "Automobile Burglary and Theft Prevention Authority Redesign Report" provides detailed explanations of the proposed changes and how such changes create a platform for the future.

I. Proposed Statute & Rule Changes

Overview

In order to create a solid foundation for the Program's future state, ABTPA worked to mold its redesign efforts around "ABTPA Administrative Rules" as well as pertinent state laws and statutes. Additionally, the Administrative Rules and Vernon's Texas Civil Statute, have been meticulously examined to ensure their significance remains as they relate to changes presently taking place in ABTPA's redesign efforts.

Vernon's Texas Civil Statute

Under the guidance of Texas Department of Motor Vehicle General Counsel, ABTPA proposed a number of changes to Article 4413(37) of Vernon's Texas Civil Statute. If the recommended changes are approved during the upcoming Legislative session, all suggested changes currently found in Vernon's Texas Civil Statute will be relocated to the "Texas Transportation Code." The significant proposed changes are listed below.

In Section 6A, Article 4413(37) of Vernon's Texas Civil Statute there is a change to insurance companies. Currently, statute states that Insurance Representative(s) on the ABTPA Board must recuse him/herself from voting on issues pertaining to the return of funds (overpayment) to an insurance company. The first recommended change to statute would allow all members of the ABTPA Board, including the Insurance Representative(s), to vote and make determinations of issues pertaining to insurance refund requests by a simple majority. The second recommendation is clarification that fees paid by insurers will be paid, rather than stating they are paid to the ABTPA since the fees are actually paid by the insurance companies to the Texas Comptroller.

Under Section 9 of Vernon's Texas Civil Statute ("USE OF APPROPRIATED FUNDS") money appropriated to ABTPA for administrative expenses (including salaries, travel,

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marketing, and other overhead expenses), may not exceed eight percent (8%) of the Authority's total expenditures. The suggested change states administrative expenses for ABTPA may not exceed eight percent (8%) of total appropriations.

Also contained in Section 9, is the suggested removal of language referring to the "statewide motor vehicle registration program", also known as HEAT (Help End Auto Theft). Presently, statute states that money appropriated to ABTPA shall be used for "...establishing and funding the motor vehicle registration program." As of December 31, 2013, the Department of Public Safety (DPS) no longer administers the HEAT program, therefore the recommendation is to remove all verbiage relating to HEAT from statute.

ABTPA Administrative Rules

As part of the redesign efforts, ABTPA conducted a comprehensive assessment of the "ABTPA Administrative Rules" in order to review them for relevancy and applicability in the future state. Some rules were recommended to remain in their current source, while others are suggested for inclusion in what will be an "ABTPA Grant Administrative Manual." The ABTPA Administrative Manual is replacing the "ABTPA Guide" in the future state.

Listed below are the specific rules and reference information from the "ABTPA Administrative Rules" and the proposed changes for each.

Note: The following rules have been repealed/deleted previously, therefore they will not be listed in the chart: **§57.5, §57.37, §57.43, §57.45 and §57.47.**

Rule	Proposed Change
§57.1 Definitions	Place in Administrative Manual
§57.2 Applicability Lists grant categories of funding	Place in Administrative Manual
§57.3 Compliance & Semi Adoption by Reference Lists applicable state and federal regulations	Remain in Administrative Rule
§57.4 Eligible Applicants Lists eligible organizations to apply for grant funding	Place in Administrative Manual
§57.6 Grant Applications Defines application requirements to submit	Place in Administrative Manual
§57.7 Review of Grant Applications Defines ABTPA review process	Place in Administrative Manual
§57.8 Revision of Grant Application Defines application review process	Place in Administrative Manual
§57.9 Non-Supplanting Requirement Defines non-supplanting certification requirements	Place in Administrative Manual
§57.10 Non-Lobbying Certification Defines non-lobbying certification requirements	Remain in Administrative Rule
§57.11 Bonding and Insurance Commercial bond requirement	Remain in Administrative Rule
§57.12 Application for Supplemental Funds	Place in Administrative Manual

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Defines requirements for supplemental funds	
§57.13 Award and Acceptance of Grant Award Outlines grant award/rejection instructions	Place in Administrative Manual
§57.14 Approval of Grant Projects Defines criteria for funding	Remain in Administrative Rule
§57.15 Implementation of Grant Defines grant implementation dates	Remain in Administrative Rule
§57.16 Operation of Grant Defines rules of grant operations	Remain in Administrative Rule
§57.17 Payment of Outstanding Liabilities Defines reimbursement obligations	Remain in Administrative Rule
§57.18 Grant Adjustments Outlines requirements for grant adjustments	Place in Administrative Manual
§57.19 Grant Extensions Defines process for requesting grant extensions	Place in Administrative Manual
§57.20 Request for Funds Defines reimbursement policies	Place in Administrative Manual
§57.21 Obligation of Grant Funds Defines dates to obligate grant funds	Remain in Administrative Rule
§57.22 Third Party Participation Relates to contractor requirements	Remain in Administrative Rule
§57.23 Financial, Progress, and Inventory Report Defines reporting procedures and deadlines	Remain in Administrative Rule
§57.24 Deobligation of Grant Funds Defines consequence of unobligated funds	Remain in Administrative Rule
§57.25 Cancellation of Project Defines notification requirements	Remain in Administrative Rule
§57.26 Misappropriation of Funds Defines misappropriation of funds requirements	Remain in Administrative Rule
§57.27 Withholding of Funds Defines withholding requirements	Remain in Administrative Rule
§57.28 Conditions for Withholding Funds from Grantees Defines reason for withholding funds	Combined with 52.27 and Repeal
§57.29 Termination for Cause Outlines reasons for termination of grant	Remain in Administrative Rule
§57.30 Appeal of Termination of Grant Defines appeal requirements	Remain in Administrative Rule
§57.31 Statewide Private Nonprofit Organizations Defines non-profit personnel requirements	Place in Administrative Manual
§57.32 Funding of Vehicle Defines funding of vehicle as an allowable cost	Place in Administrative Manual
§57.33 Uniform Crime Reporting Describes reporting requirements through UCR	Remain in Administrative Rule
§57.34 Funding for Project Promotion Defines purchasing requirements for promotional items	Remain in Administrative Rule
§57.35 Requirements for Funding Outlines requirements for continuation of funding	Place in Administrative Manual
§57.36 Level of Funding for Grant Projects Outlines percentages of funding levels	Remain in Administrative Rule
§57.38 Audit Standards	Place in Administrative Manual

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Outlines standards for audit	
§57.39 Audit Objectives Defines audit objectives	Place in Administrative Manual
§57.40 Audit Requirement for Nonprofit Organizations Outlines violations of laws	Place in Administrative Manual
§57.41 Known or Suspected Violations of Laws Outlines procedures for legal violations	Remain in Administrative Rule /Amend language
§57.42 Grantee's Response to Audit Exceptions Defines timeframe for responding to audits	Place in Administrative Manual
§57.44 Audit Review Board Outlines requirements for audit review board	Repeal
§57.46 Refunds to the ABTPA on Audit Review Board Determinations Defines refund requirements after review board	Repeal
§57.48 Motor Vehicle Years of Insurance Calculations Outlines information on insurance assessment	Place in Administrative Manual
§57.49 Audit Defines requirements for hiring outside auditors	Remain in Administrative Rule
§57.50 Report to Department of Insurance Defines communication with TDI regarding assessment	Remain in Administrative Rule
§57.51 Refund Determinations Defines policy for claiming overpayment of annual assessment	Remain in Administrative Rule/Amend language
§57.52 Charges for Copies for Public Records Outlines requirements to charge for public records	Repeal
§57.53 Border Solutions Advisory Committee Outlines purpose and duties of the BSC	Repeal
§57.54 Grantee Advisory Committee Outlines purpose and duties of the GAC	Repeal
§57.55 Insurance Fraud Committee Outlines purpose and duties of the IFC	Repeal
§57.56 General Requirements for Advisory Committees Outlines general information regarding committees	Repeal
§57.57 Historically Underutilized Business Program Lists HUB requirements	Repeal
§57.58 Licensure of Intellectual Property Defines policies authorizing intellectual property	Remain in Administrative Rule

Conclusion

ABTPA diligently worked to ensure that all proposed statute and rule changes would aid in the fortification of ABTPA's future state. The creation of an ABTPA Grant Administrative Manual, the editing of language and the repeal/removal of certain rules has set the groundwork for ABTPA to now be in compliance with state mandates and internal audit findings.

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II. Reinvented Goals and Objectives

Overview

Internal audit findings pinpoint the fact that many of ABTPA's grantee goals and objectives do not fully comply with the *SMART* methodology of goal setting. SMART ensures that goals and objectives are specific, measurable, achievable, relevant and time bound. Moreover, state law requires ABTPA to develop and use performance measures to evaluate a grantee's success (*Texas Department of Motor Vehicles, 2014, An Audit of Automobile Burglary and Theft Prevention*).

ABTPA's "As Is" structure consists of eight (8) goals which allow applicants to create their own objectives. Internal audit emphasized that "comparisons among grantees were not possible because grantees do not have the same objectives"; "grantees differ on whether to report the number of event or outcomes"; and, some objectives had wide-ranging targets even when the size of the grantee was taken into consideration" (*Texas Department of Motor Vehicles, 2014, An Audit of Automobile Burglary and Theft Prevention, p. 7*).

ABTPA is proposing a new structure for goals to be launched in the FY2016 grant application. The proposed structure contains three (3) goals with corresponding strategies which grant applicants can choose from a list of pre-determined activities and identify the quantity for each associated measure.

The strategies were created by dissecting previous goals and through invaluable input and feedback from various ABTPA grantees in the Redesign Taskforce session and subsequent follow up surveys and conference calls. Additionally, there will be an option for grantees to identify specific activities not covered in the pre-determined activities list. The activities section of the grant application will also include corresponding fields where grantees will include a narrative to describe the activity as it relates their proposed project.

Goal 1

ABTPA's proposed "Goal 1", *Reduce the incidence of motor vehicle theft through enforcement strategies*, contains three (3) strategies relating to motor vehicle theft. The chart listed below details the activities associated with each strategy.

Goal 1: REDUCE THE INCIDENCE OF MOTOR VEHICLE THEFT THROUGH ENFORCEMENT STRATEGIES		
Strategy 1: Conduct Activities that Result in the Arrest, Clearance, and Recoveries of Motor Vehicle Theft		
Activity		Measure
Activity 1	Identify groups of auto theft offenders through intelligence gathering, crime analysis and the use of informants.	Number of groups identified

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Activity 2	Identify and document/record prolific motor vehicle theft offenders. <i>[Prolific is defined as “linked to MVT offenses three or more times.”]</i>	<i>Number identified/documented offenders</i>
Activity 3	Collaborate with the District Attorneys’ offices regarding sentencing, case packets or addressing repeat offenders.	<i>Number of collaborations</i>
Activity 4	Conduct salvage yard inspections.	<i>Number of salvage yard inspections</i>
Activity 5	Conduct repair shop/recycling center/used car dealership inspections.	<i>Number of businesses inspected</i>
Activity 6	Conduct bait vehicle operations that target motor vehicle theft offenders.	<i>Number of bait vehicle deployments</i>
Activity 7	Deploy license plate readers (LPR).	<i>Number of times LPR deployed</i>
Activity 8	Respond to license plate reader (LPR) alert notifications.	<i>Number of times responded to LPR alert notification</i>
Activity 9	Conduct covert operations targeting motor vehicle theft offenders.	<i>Number of covert operations</i>
Activity 10	Conduct Bridge/Port Operations.	<i>Number of operations</i>
Activity 11	Conduct warrant “round-up” operations targeting auto crimes offenders, including those wanted for motor vehicle thefts, vehicle burglaries and the theft of vehicle parts.	<i>Number of operations</i>
Strategy 2: Conduct Collaborative Efforts that Result In Reduction of Incidents of Motor Vehicle Theft		
Activity		Measure
Activity 1	Provide Agency Assists.	<i>Number of agency assists</i>
Activity 2	Collaborate with law enforcement units responsible for gateway crimes involved with motor vehicle theft investigations.	<i>Number of times collaborated</i>
Activity 3	Collaborate with agencies/organizations that assist in the reduction of motor vehicle thefts.	<i>Number of times collaborated</i>
Activity 4	Collaborate on investigations regarding stolen parts and other property.	<i>Number of cases investigated</i>
Activity 5	Conduct intelligence information-sharing.	<i>Number of intelligence meetings attended; crime analysis bulletins disseminated</i>
Strategy 3: Prevent And Reduce the Incidence of Motor Vehicle Related Fraud Activities		
Activity		Measure
Activity 1	Collaborate with agencies relating to investigation and enforcement of vehicle insurance fraud.	<i>Number of collaborations</i>
Activity 2	Conduct insurance fraud investigations.	<i>Number of insurance fraud cases</i>
Activity 3	Conduct 68(A) inspections and VIN verification inspections.	<i>Number of inspections</i>
Activity 4	Conduct vehicle title fraud investigations.	<i>Number of vehicle title fraud cases</i>
Activity 5	Coordinate with TxDMV/Tax Offices relating to investigation and enforcement of fraudulent titles and registration of stolen vehicles.	<i>Number of collaborations</i>

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Goal 2

ABTPA's proposed "Goal 2", *Reduce the Incidence of Theft from Motor Vehicles through Enforcement Strategies*, contains two (2) strategies relating to the theft of property and/or items from motor vehicles. The chart listed below details the activities associated with each strategy

Goal 2: REDUCE THE INCIDENCE OF THEFT FROM MOTOR VEHICLES THROUGH ENFORCEMENT STRATEGIES		
Strategy 1: Conduct Activities that Result in the Arrest, Clearance, and Recoveries of Burglary of Motor Vehicles and Theft of Vehicle Parts and Accessories		
Activity		Measure
Activity 1	Conduct bait vehicle operations that target vehicle burglary offenders.	<i>Number of bait vehicle burglary deployments</i>
Activity 2	Identify prolific BMV offenders through informants and intelligence. <i>[Prolific is defined as "linked to BMV and theft of vehicle parts and accessories offenses three or more times".]</i>	<i>Number of offenders identified</i>
Activity 3	Conduct Bridge/Port operations.	<i>Number of bridge surveillance operations</i>
Activity 4	Conduct salvage yard/repair shop/metal recyclers and resale location inspections.	<i>Number of business inspections</i>
Activity 5	Conduct warrant "round-up" operations targeting auto crimes offenders, including those wanted for motor vehicle thefts, vehicle burglaries and the theft of vehicle parts.	<i>Number of "round up" operations</i>
Strategy 2: Conduct Collaborative Efforts that Result in the Reduction of Incidents of Theft From a Motor Vehicle		
Activity		Measure
Activity 1	Provide Agency Assists.	<i>Number of agency assists</i>
Activity 2	Collaborate on investigations with law enforcement units responsible for gateway crimes involving theft from a motor vehicle.	<i>Number of times collaborated</i>
Activity 3	Collaborate with agencies/organizations that assist in the reduction of thefts from a motor vehicle.	<i>Number of times collaborated</i>
Activity 4	Investigate cases regarding stolen parts and other property.	<i>Number of cases investigated</i>

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Goal 3

ABTPA's proposed "Goal 3", *Educate/train citizens and qualified personnel in detection and prevention of motor vehicle theft, burglary of motor vehicles and theft of vehicle parts and accessories*, contains two (2) strategies highlighting public awareness activities and law enforcement personnel trainings. The chart listed below details the activities associated with each strategy.

Goal 3:

EDUCATE/TRAIN CITIZENS AND QUALIFIED PERSONNEL IN DETECTION AND PREVENTION OF MOTOR VEHICLE THEFT, BURGLARY OF MOTOR VEHICLES AND THEFT OF VEHICLE PARTS AND ACCESSORIES

Strategy 1: Conduct Public Awareness Related Activities Used to Educate Citizens

Activity	Measure
Activity 1 Conduct media outreach, including, public service announcements, press releases, and interviews.	<i>Number of outreaches</i>
Activity 2 Conduct educational presentations to citizens.	<i>Number of presentations</i> <i>Number of participants</i>
Activity 3 Operate trade show exhibits/booths at community events.	<i>Number of events</i>
Activity 4 Conduct vehicle identification number (VIN) etchings.	<i>Number of etching events</i>
Activity 5 Operate vehicle displays.	<i>Number of display events</i> <i>Number of advertisements purchased</i>
Activity 6 Purchase advertisements in local outlets.	
Activity 7 Write articles for local publications. (e.g., neighborhood association newsletters).	<i>Number of articles</i>
Activity 8 Conduct vehicle report card initiatives.	<i>Number report cards issued</i>
Activity 9 Utilize social media outlets.	<i>Number of postings in social media outlets</i>
Activity 10 Deploy outdoor public notification signage.	<i>Number of deployments per month (if sign remains several months, count as 1 deployment per month)</i>

Strategy 2: Conduct Law Enforcement Training Activities to Educate Officers on Recognition and Apprehension of Stolen Vehicles and Property

Activity	Measure
Activity 1 Conduct law enforcement training (TCOLE).	<i>Number of classes</i> <i>Number of participants</i>
Activity 2 Conduct vehicle crimes presentations to law enforcement agencies (non TCOLE).	<i>Number of classes</i> <i>Number of participants</i>

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Conclusion

ABTPA’s current structure for goals and objectives led to a number of internal audit suggestions for improvement. ABTPA incorporated input from the grantees, ABTPA Board members, TxDMV General Council and The Internal Audit Division to devise a solution that not only meets state laws and regulations, but also captured the true story of how the ABTPA task forces are positively impacting our communities through grant funds. The proposed goals, strategies and activities, offer a streamlined approach, where all grantees will be reporting using the same criteria, numbers and format, which will allow ABTPA to more readily identify trends and provide accurate data for monitoring and compliance.

III. Grant Award Process

Overview

The audit performed by TxDMV Internal Audit Division both highlighted and spearheaded the overall redesign efforts for ABTPA’s grant award process.

Based on the audit findings, it was determined the ABTPA grant award process was too subjective in nature. In order to rectify this finding, Internal Audit recommended a merit-based selection process that complies with state law and agency rules for reviewing, selecting, approving, and notifying applicants of funding decisions.

ABTPA leveraged the assistance of a statistician in order to develop a merit based grant award process. Grants will be awarded based on several factors, including criteria that impresses upon the applicants’ needs and past performances.

Grant Award Process Precursors

The “Grant Award Precursor” chart below identifies all ABTPA processes that must take place prior to start of the grant award process. The chart provides a “high level” overview of the processes in the current ABTPA state and the proposed changes that have been created based on audit findings and grantee and ABTPA staff feedback.

Grant Award Precursors		
	“As Is”	Proposed
Posting of RFP	<ul style="list-style-type: none">• RFP (<i>Request for Proposal</i>) is updated for current year’s grant cycle by the ABTPA Director and Administrative Assistant.• RFP is presented to the ABTPA Board for approval.• RFP is posted on the ABTPA Website.• RFP is posted in the “Texas Register” for a minimum of thirty (30) days.	<ul style="list-style-type: none">• RFP will be updated for current year’s grant cycle by the ABTPA Director and Administrative Assistant.• RFP is posted on the ABTPA Website.• RFP is posted in the “Texas Register” for a minimum of thirty (30) days.

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New Grant Applicants	<i>*Currently, ABTPA does not have a separate process for new grant applicants considering an ABTPA grant.</i>	Intent to Apply: ABTPA is proposing a “screening process” designed to evaluate those exploring a grant. The “Intent to Apply” process does not prevent a potential new grant applicant from applying for ABTPA funding, it does however, (through strategic questioning) offer potential grant applicants realistic views of grantee requirements prior to officially applying for ABTPA funding.
Workshop	<ul style="list-style-type: none"> Grant applicants (new and returning) register for mandatory two (2) day workshop via the ABTPA website. Applicant must attend workshop as a prerequisite for applying for an ABTPA grant. 	<ul style="list-style-type: none"> New (first time) grant applicants must complete the “Intent to Apply” process. Grant applicants (new and returning) register for mandatory workshop via the ABTPA website). Portions of the mandatory training will be separated based on if the grant applicant is a new or returning/existing grantee. More CBT (computer based training) as opposed to “face to face” trainings, will be utilized for returning grant applicants as the CBT’s are developed.
Apply for ABTPA Grant	<ul style="list-style-type: none"> Applicant registers for mandatory two (2) day workshop via the ABTPA Website. Applicant attends workshop. Applicant logs into eGrants and submits electronic grant application. Applicant provides a “hard copy” of grant applicant with “original signatures” of required personnel to ABTPA by due date. Applicant receives a receipt for hard copy application. <p>First Time eGrants User</p> <ul style="list-style-type: none"> New user/first time applicant creates a “new user profile” for eGrants. ABTPA Director approves new user profile. New user submits electronic grant application New user submits “hard copy” application New user receives a receipt for a hard copy application. 	<ul style="list-style-type: none"> Returning Applicant submits grant application via eGrants by the specified due date. <p>First Time eGrants User</p> <ul style="list-style-type: none"> New user/first time applicant creates a “new user profile” for eGrants. ABTPA Staff approves new user profile. New user submits electronic grant application.

The Grant Award Process

The process of awarding grants actually begins in the “Review of Grant Application” process, where each application undergoes a thorough assessment conducted by each member of the Evaluation Team. The application is then re-assessed in a group discussion forum. In the current process, the grant application and scoring have no bearing on the amount of funds a grant recipient receives. The proposed grant award process, starting with the grant application, links application scores, past performance, exemplary taskforce program initiatives and unique circumstances in order to determine a grantee’s award amount.

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Grant Award Process	“As Is”	Proposed
Review of Grant Application	<ul style="list-style-type: none"> • ABTPA Staff individually read and score all grant applications using the “Application Review Scorecard” Sheet. • Staff engage in group discussion of all grant applications and their respective scores. • Staff re-evaluates their individual scoring of each grant applicant after group discussion. 	<ul style="list-style-type: none"> • The review of grant applications will be conducted by an “Evaluation Team.” The Team will consist of ABTPA Staff and the designated ABTPA Board Liaison. • The Team will individually read and score all grant applications using the “ABTPA Grant Evaluation Scoring Sheet (Appendix A). • Team engages in group discussion of all grant applications and their respective scores. • The average cumulative score for all grant applicants is determined. General Counsel is available for guidance. • The Team reviews the grant award amounts determined through the scoring criteria and applies judgment regarding current events.
Grant Award Process	<ul style="list-style-type: none"> • ABTPA Staff provide grant recipient and funding recommendations to the ABTPA Board. • The ABTPA Board approves the grant award recommendations from ABTPA Staff. • Grant applicants are notified during the “Annual Awards Meeting” if they were awarded a grant and the amount of the award. 	<ul style="list-style-type: none"> • The Team applies the scores and required historical information into the “Award Allocation Spreadsheet” (Appendix B). • The Team provides the ABTPA Board with a grant scoring criteria summary, supporting documents and recommendations for grant awards and amounts, two weeks (2) prior to the Annual Awards Meeting. • ABTPA Board vets the recommendations and supporting documents with the Board Liaison and ask necessary questions to determine their recommendation. General Counsel is available for guidance. • ABTPA Board makes final decisions regarding grant awards and funding amounts. • Grant applicants are notified during the “Annual Awards Meeting” if they were awarded a grant and the amount of the award. • The ABTPA Board Chairman provides written notifications to those grant applicants not awarded a grant, explaining why they were not selected. • ABTPA Staff removes the user profile from eGrants of those applicants who did not receive a grant award.

Conclusion

Throughout the examination of the grant award process, ABTPA has incorporated a number of recommendations brought forth by the Internal Audit Division. Some of the principal concerns outlined by the audit findings centered on the fact that ABTPA did not have a merit based selection process for grant applicants. ABTPA has developed, and is proposing for the future state, a fair and equitable merit based selection process for grant applicants and a non-subjective framework for determining grant amounts.

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In addition, ABTPA created a new, “Intent to Apply” step prior to the grant application process for new applicants. The “Intent to Apply” process serves as a screening method to determine the “goodness of fit” between ABTPA and those looking to receive grant funding through the Program. Although, all internal audit findings have been addressed via proposed processes and rule/statute recommendations, ABTPA will continue to strive to make the grant award process a rational, transparent and unbiased process that benefits not only the grant recipients, but also the people of Texas.

IV. Grantee Oversight

Overview

Grantee oversight includes “audit desk reviews” and “single audits”, in addition to routine monitoring visits. A key goal of oversight is to evaluate a grantee’s success as a grant recipient within ABTPA. Internal audit findings relating to the oversight/monitoring processes recommend that ABTPA review and update its single audit requirements and implement a process to track and monitor grantee expenditures.

Single audits are a recent monitoring responsibility assigned to ABTPA. Prior to January 2014, this required task was conducted by the TxDMV Internal Audit Division. In order to assist both ABTPA Staff and grantees alike, ABTPA is creating an “ABTPA Grant Administrative Manual.” The Manual’s purpose is to provide administrative instructions and serve as a source document for grantees regarding policies and procedures, reporting requirements, monitoring sanctions and overall ABTPA grantee requirements and expectations. The creation of the ABTPA Administrative Manual will also resolve several audit findings as detailed policies/procedures regarding audit desk reviews and single audits will be outlined in the Manual.

Single Audit Requirements

The single audit process is derived from state requirements found in the Uniform Grant Management Standards (UGMS) Single Audit Circular. Per UGMS, local governments and most “not-for-profit entities” that expend \$500,000 or more (in a fiscal year) in state awards *must* receive a single or program-specific audit.

ABTPA is developing standard operating procedures (SOP’s) to document and track all single audit requirements. These procedures along with instructions to grantees, reporting requirements, due dates and potential sanctions will be defined in the ABTPA Grant Administrative Manual.

The Single audit SOP’s will include the following:

- ✓ Identify grantees due for an audit based on the current threshold of \$500,000 expended within a fiscal year.

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- ✓ Contact grantees in order to provide a reminder of single audit requirements and fiscal year deadline.
- ✓ Require grantees to submit the necessary documentation including, the independent auditor's report on internal controls relating to financial statements.

Desk Audit Review

ABTPA is looking to implement desk audits in the future state of the Program. Desk audits offer a way to obtain current information about a grantee in order to identify potential quality issues, non-compliance indicators and other “red flags” that trigger a monitoring visit.

(<http://www.dm.usda.gov/employ/policy/docs/DeskAudits.pdf>).

The successful implementation of desk audits hinge on key factors. One involves the upgrade of the eGrants system. The system will need to accept uploads and storage of information, improved reporting and other key features in order to promote and maintain this new business process. Furthermore, ABTPA staff have not undergone the proper training necessary to conduct desk audits that comply with state rules and regulations. Initial training has been identified for staff. The internal audit findings recommended that ABTPA “establish, document and implement a process for completing desk reviews.” This is a logical recommendation that will focus the staff on scheduled monitoring visits and target those grantees with warning signs for an unscheduled visit at any time. As staff are trained and eGrants is updated the Desk Audit SOP will be developed and applied.

Monitoring Visits

Monitoring visits are and will continue to be a major element to ensure compliance, accountability and internal controls of a grantee. One notable audit recommendation consists of ABTPA developing a risk based, annual monitoring plan. ABTPA is in the process of creating new SOP's to ensure that all grants are appropriately monitored within a timely manner regardless of risk levels. Monitoring “triggers” will be established in order to assess grantees which appear to be engaging in non-compliance or risk associated behaviors.

Monitoring visit criteria and policies and procedures surrounding the monitoring plan will be outlined in the new ABTPA Grant Administrative Manual. Components of the monitoring plan include the following:

- ✓ Complete a monitoring visit of the grantees (at least) once every two years regardless of risk level.
- ✓ Identify “risk related triggers” that initiate an immediate monitoring visit. Risk related triggers consist of :
 - Grantee has a documented history of unsatisfactory performance
 - Grantee is not performing to the terms and conditions of grant awards
 - Grantee is habitually delinquent on the submission of reports

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- Grantee is delinquent on the fourth (4th) quarter Expenditure Report

Conclusion

ABTPA will develop an annual monitoring plan which will include those grantees in need of an audit, either by timeframe or risk related behaviors. The ABTPA staff will provide guidance to grantees in an attempt to correct any deficiencies identified during the auditing process.

The enhancement of eGrants is a vital component in the redesign of the grantee auditing processes. ABTPA is now involved with Agate (eGrants vendor) to define and enhance current system capabilities and align these capabilities with business processes. The intent is to have a “real time” view of the grantees performance and to target specific areas to audit conduct ad hoc monitoring visits.

V. Reporting

Overview

ABTPA’s redesign efforts with proposed modifications to rules, statutes and business processes have also warranted a reevaluation of current grantee reporting structures and deadlines. Similarly, internal audit findings have highlighted the fact that ABTPA must update its current reporting processes and procedures in order to align with the reporting stipulations and guidelines outlined by the UGMS.

Reporting Requirements and Deadlines

Reporting is an important part of ABTPA’s expectations for grantees. The information acquired from submitted reports is evaluated by ABTPA, then utilized to satisfy ABTPA’s own reporting requirements. Internal audit findings concerning reports suggest that ABTPA should allow additional time for grantees to submit reports. Grantees have also expressed concerns regarding the amount of time allotted to complete and submit reports, as many grantees must coordinate with surrounding jurisdictions in order to obtain the necessary information and data required to fulfill ABTPA reporting obligations. In the proposed future state, monthly reports will be due on the tenth (10th) calendar day of the month and made available for editing in eGrants on the fifteenth (15th) day of the month prior to the month the report is due. Currently they are due by the fifth (5th) business day.

The chart listed below outlines the reports, a brief description and a comparison between the current and proposed requirements for each.

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Report	Description	“As Is” Process	Proposed
Progress Report	Summary of grantee activities and public awareness events	Submit in eGrants by the 5 th business day of the month	<ul style="list-style-type: none"> • Submit in eGrants by the 10th calendar day of the month • Remove PA portion located in Progress Report
Public Awareness (PA) Report	Summary of training, PA events, media and outreach	Submit in eGrants by the 5 th business day of the month	Submit in eGrants by the 10 th calendar day of the month
Long-Term Public Awareness Report	Summary of projected PA activities throughout grant year	Submit in eGrants by September 7 th of new grant year	Remove item from reporting requirements
Expenditure Report	Summary of all expenditures for a defined period of time	Submit quarterly	No change in reporting requirements
Inventory Report	Summary of all inventory for grant year	Submit with 4 th quarter Expenditure Report	See “Master Inventory List”
Master Inventory List	Summary of all inventory since the grantees inception	Submit every two (2) years as required	Combine with Inventory Report and submit with 4 th quarter Expenditures Report

Sanctions

In fiscal year 2014, six percent (6%) of “tested” grantees did not submit Progress Reports or Public Awareness Reports on time (*Texas Department of Motor Vehicles, 2014, An Audit of Automobile Burglary and Theft Prevention*). Although these figures are a vast improvement from the previous fiscal year (19% for Progress Reports and 100% for Public Awareness), ABTPA must ensure that all reports are submitted on time by all grantees. Due to the significance of the data contained in the various reports and in order to comply with internal audit recommendations, ABTPA is proposing sanctions for those grantees who do not submit reports by the specified due dates.

Progress Report/Public Awareness Report: If either the Progress or Public Awareness Reports are not submitted in eGrants by the 10th calendar day of the month, the grantee will need to provide their “Grantee Team Lead” with a justification for the missed submittal date, prior to entering and submitting the Report. An email notification regarding the late submittal will also be sent to the grantee’s “Authorized Official” for each occurrence. In addition, the grantee will receive a mark on the “monitoring list” for each late report and on every occurrence of a late submission. The monitoring list will serve as a documented approach in determining “risk based” monitoring visits.

Expenditure Report: The Expenditure report is submitted on a quarterly basis by the grantee’s Financial Officer. The report contains a cumulative total of expenditures for the reporting quarter. The Expenditure Report is due thirty (30) days after the end of each quarter (December 31st, March 31st June 30, November 30th).

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After three late report submission marks, ABTPA staff will conduct a monitoring visit for the respective grantee. On the fourth (4th) mark ABTPA will deduct five percent (5%) of the grantee's total budget for the fiscal year. The deducted funds will be placed in the ABTPA "Incentive Pot." The details and SOP's regarding the incentive pot are still being developed by ABTPA.

Fourth Quarter Expenditure Report: The Fourth Quarter Expenditure Report (financial report) is due by November 30th via eGrants. In the event that the grantee does not submit this report by the specified due date, this action *will* trigger an automatic monitoring visit by ABTPA staff. In addition to the automatic trigger, a late Expenditure Report will result in the withholding of 5% of a grantee's total budget for the fiscal year.

End of Year Report: The End of Year Report is due September 30th via eGrants. In the event of a late submittal of the End of Year Report, ABTPA will deduct 5% of the grantee's total budget for the fiscal year. The deducted funds will be placed in the ABTPA "Incentive Pot." ABTPA continues to develop the SOP's regarding the incentive pot.

Conclusion

New ABTPA reporting requirements and structures were created on the basis of grantee feedback, internal audit recommendations and business intelligence. The reporting of data, financial information and activities is an important part of telling the true "story" of ABTPA. Therefore in the future state, non-compliance sanctions are proposed in an attempt to encourage grantees to submit all necessary information in a timely manner. ABTPA's goal is not to apply sanctions, but to continue to offer oversight and guidance that ultimately supports reporting compliance.

VI. Request for Funds and Grant Adjustments

Overview

Internal Audit's evaluation of ABTPA financials identified ABTPA's review of "requests for funds" and "grant adjustments" as not "effective in ensuring compliance" with the respective requirements for each task (*Texas Department of Motor Vehicles, 2014, An Audit of Automobile Burglary and Theft Prevention*). ABTPA is analyzing its current processes and procedures and incorporating UGMS and other standards in the reviewing, decision analysis and execution of both requests for funds and grant adjustments.

Request for Funds

The request for funds process begins with the grantee making an allowable purchase to support the business of ABTPA. The purchase must be in compliance with requirements currently

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outlined in the ABTPA Administrative Guide. The grantee then submits via eGrants, supporting documentation (invoices, timesheets, receipts, etc.) to ABTPA for reimbursement purposes.

The Internal Audit Division took a sample of ABTPA reimbursements totaling \$6.7 million dollars. It was identified that 24 of 36 (69%) of grantees did not provide adequate supporting documentation to verify that the expense was a proper use of state funds” (*Texas Department of Motor Vehicles, 2014, An Audit of Automobile Burglary and Theft Prevention*). ABTPA is in the process of documenting detailed SOP’s for request for funds to ensure grantees are aware of the necessary documents required for submittal and request for funds are processed by ABTPA in a timely manner.

ABTPA does not mandate the request for funds reporting frequency, however the final request for funds submission is due by November 30th via eGrants. If the grantee does not submit the request for funds by the due date, the grantee will not be reimbursed.

Grant Adjustments

Internal Audit findings recommend a review of grant adjustment requirements and the implementation of a system to assess the reasonableness of costs associated with the adjustment. The ABTPA Redesign Team evaluated all current administrative requirements for conducting a grant adjustment. ABTPA is proposing a reduction in its current list by removing the following budgetary requirements: *Transfer of funds between direct cost categories and changes in the grant period or in the period of liquidating all encumbered funds.*

The Redesign Team is also proposing a change regarding the percentage threshold for the transfer of funds within direct cost categories. Currently, the transfer of funds within direct cost categories require ABTPA approval for any adjustment exceeding 5% (five) of the grant budget. The proposed change would increase the need for ABTPA approval for an adjustment to 10% of the grant budget.

The chart listed below provides details about the current grant adjustments and the proposed changes.

Grant Adjustment	Proposal	Grant Adjustment Type
Transfer of funds among direct cost categories exceeding 5% of the total grant budget	Transfer of funds among direct cost categories exceeding 10% of the total grant budget	Budget
Changes in equipment amounts, types, or methods of acquisition	No Change	Budget
Expending program income		Remove requirement. Replace with a “Disposition and Program Income” tracking module in eGrants
Change in the need, objectives, approach of geographical location of the grant	No Change	Programmatic

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Changes in the number of job descriptions of personnel specified in the grant application	No Change	Programmatic
Changes in the grant or liquidation period	No Change	Programmatic
Change in Project Director, Financial Officer, or Authorized Official	No Change	Programmatic
Out of state travel not included in the approved budget	No Change	Budget
Changes in the grant period or in the period for liquidating all encumbered funds	Removal	
Decrease in the grantee cash match fund	No Change	Budget
New line items to be included in the budget	No Change	Budget
Transfer of funds to new line items in the same budget category	No Change	Budget
Cost of living and merit increases exceeding 5% of a budget or salary rate	No Change	Budget
Transfer of funds between direct cost categories	Removal	Budget

Internal audit recommendations suggest ABTPA should include a section for “program income” on the “Grant Adjustment Page” in eGrants. During the assessment of this recommendation, ABTPA determined program income should be coupled with the equipment disposition process as an eGrants enhancement, separate from the Grant Adjustment page. The proposed eGrants process would track both the spending and accumulation of program income.

Conclusion

In order to ensure compliance with request for funds and grant adjustment requirement standards, ABTPA has analyzed its current state and implemented changes to satisfy audit recommendations and the financial requirements and needs of ABTPA staff and grantees. Program income was an area of concern for Internal Audit and as a result, enhancements to the eGrants system to capture the accruing and spending of program income is also being proposed.

VII. Authorized Officials for ABTPA Required Documents

Overview

A number of documents requiring signatures from specific personnel associated with a grant, are essential to the grant application life cycle. These documents include the grant application and its

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associated forms, reports and a disposition letter. Many of the documents requiring authorized signatures from specific personnel are housed in eGrants. It can be challenging for grantees to maintain knowledge of which official is obligated to sign and/or submit the various documents. Internal Audit has suggested ABTPA clarify who the authorized official will be for individual documents to ensure the proper signatures are recorded on the proper documents (*Texas Department of Motor Vehicles, 2014, An Audit of Automobile Burglary and Theft Prevention*).

Authorized Official Signature Chart

	Authorized Official	Project Manager	Project Director	Financial Officer	Due Date
Grant Application	✓				Due date outlined in the RFP
Grant Acceptance Notice	✓	✓	✓	✓	July 31st
Grant Adjustment		✓	✓		Final adjustment due July 31st
Request For Funds				✓	Final RFF due November 30th
Grant Application	✓				Due date outlined in the RFP
Progress		✓	✓		Monthly: 10th calendar day
Public Awareness		✓	✓		Monthly: 10 th calendar day
End of Year		✓	✓		September 30th
Expenditures				✓	Monthly: 10 th calendar day 4 th Quarter Expenditures Report is due on Nov. 30 th
LETTER					
Disposition of Equipment			✓		Submitted as needed

Conclusion

In compliance with the internal audit recommendation, ABTPA has created a chart outlining the required signatures for grant application associated forms, reports and letters. The chart will be included in the ABTPA Grant Administrative Manual and serve as a continuous reference for grantees.

VIII. Grant Award Close Out

Overview

A “grant award close out” is the “proper programmatic and financial closeout of each award at the end of the grant period” (<http://www.cops.usdoj.gov/default.asp?Item=104>). The UGMS

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encourages those agencies awarding grants to close out the grant award ninety (90) days from the “Financial Close out date” of November 30th (August 30th is 90 days prior to financial close out date).

Close Out Procedures

The Internal Audit Division recommended ABTPA develop and apply grant award close out processes and procedures. ABTPA does have grant close out procedures, but in the Program’s “As Is” state, these procedures have not been conducted since 2011, nor have they been properly documented in a SOP. Part of the new ABTPA close out procedure includes the “grant close out form.” The closeout form covers both a programmatic and fiscal review to assess whether: 1) All required reports were submitted; 2) Deficiencies identified in a monitoring visit were resolved; and 3) Project goals were met, or an acceptable explanation is provided for those goals not achieved.

Conclusion

ABTPA understands the importance of grant award close out processes and procedures as they relate to the end of a grant period. Overall, ABTPA’s redesign efforts and proposed changes have streamlined the Program. The more efficient ABTPA future state will optimize time management and allow ABTPA Staff the opportunity to engage in essential processes and procedures (e.g. grant award close out) that have been previously overlooked.

IX. ABTPA Grantee Strategic Communications

Overview

On August 8, 2014, the ABTPA Board of Directors voted to establish the “ABTPA Advisory Committee Redesign Taskforce.” The primary goal of the Taskforce was to assess ABTPA’s Advisory Committees and determine their new roles and responsibilities (if any), in ABTPA’s future state. In the “As Is” state, there are a total of three (3) ABTPA Advisory Committees, Boarder Solutions, Grantee Advisory and Insurance Fraud.

The ABTPA Advisory Committee Redesign Taskforce met on September 10, 2014, with the sole purpose of reviewing the relevancy and effectiveness of each ABTPA Advisory Committee. The Taskforce outcome was to recommend the abolishment of the current Advisory Committees. They proposed for a future state solution to focus on scheduled forums to support communication, collaboration and strategic planning among ABTPA grantees.

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“As Is” Process	Proposed Process
ABTPA Advisory Committees: <ul style="list-style-type: none">• Border Solutions Committee• Grantee Advisory Committee• Insurance Fraud Committee	Strategies To Foster The Flow of Two Way Communication: <ul style="list-style-type: none">• ABTPA to establish workshops specifically for grantee Project Managers and Project Directors.• ABTPA and ABTPA Board host regularly scheduled meetings in conjunction with the quarterly ABTPA Board meetings.• Each October ABTPA will create a yearly strategic plan with the Taskforce members. Measure the success of the plan and adjust accordingly in the quarterly meetings and conference calls.• ABTPA will geographically establish “Regional Teams.”• ABTPA Staff (Grant Coordinators) will host monthly conference calls for their assigned Regional Team.

Strategic Communication Goals and Strategies

In order to support communication, collaboration and strategic planning, ABTPA will schedule and host forums for ABTPA grantees. The forums may include meetings, webinars and various other means of communication. The forums will usually, but not always, be divided along Regional Teams. By doing this, grantees will be able to relay and discuss specific concerns unique to their area and engage in collaborative efforts across jurisdictions to prevent and/or combat known concerns.

New goals and strategies have been identified for the revised Strategic Communications format. The goals (as outlined below) are the responsibilities of both ABTPA and the grantees. It is expected that all participants will be active in the dissemination of information and decision making efforts in order to achieve the stated goals of ABTPA’s strategic communication plan.

ABTPA Staff Goal

GOAL 1: Provide the meeting structure through facilitation and agendas to promote dialogue among grantees

STRATEGIES:

- Host regularly scheduled meetings in conjunction with the quarterly ABTPA Board meetings
- Establish Project Manager and Project Director workshops

Grantees/Task Force Goal

GOAL 2: Develop a yearly Texas ABTPA Task Force Strategic Plan

STRATEGIES:

- Create a yearly strategic plan each October

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- Measure success of the strategic plan and make adjustments (if necessary) in the remaining ABTPA Board meeting/workshop sessions. The Strategic Plan will include, but not limited to the following:
 - Identify meaningful training for task force members
 - Identify industry events to participate, attend and/or maintain an active ABTPA booth
 - Identify partnerships with other stakeholders
 - Establish outreach goals. Outreach goals include:
 - Best Practices Workshop
 - Solutions Workshop (aimed at specific trends and/or important issues)
 - Collaborate with insurance industry representatives
 - Collaborate with other law enforcement agencies [Bexar Co. Sherriff]
 - Establishing access and training for ISO related information
 - Establishing access and training for SR22 information
 - a. Meeting with Border states
 - b. Meeting with Mexican authorities

Regional Teams

As part of ABTPA's strategic communication redesign, beginning in fiscal year 2015, grantees will be divided into teams based on geographic locations. The chart listed below identifies the Regional Team Leaders, their assigned regional areas and associated grantees. Each Regional Team Lead is responsible for hosting/facilitating monthly conference calls for their regions.

West/Mexico Border /South/DPS Training/ Public Awareness (10)	Central/North/Northwest (10)	East/TDCJ (9)
Rachel Snell	Anna Mallett	Mary Dominguez
West/Mexico Border <ul style="list-style-type: none"> Brownsville Del Rio DPS BATIC Eagle Pass El Paso Laredo South <ul style="list-style-type: none"> Corpus Christi San Antonio Statewide <ul style="list-style-type: none"> Department of Public Safety (DPS) Training Public Awareness <ul style="list-style-type: none"> Denton 	Central <ul style="list-style-type: none"> Austin Travis County North <ul style="list-style-type: none"> Burnet County Dallas Dallas County Mansfield Paris Smith County Tarrant County Northwest <ul style="list-style-type: none"> Lubbock County 	East <ul style="list-style-type: none"> Beaumont Galveston County Harris County Houston Missouri City Montgomery County Pasadena Victoria Statewide <ul style="list-style-type: none"> The Department of Criminal Justice (TDCJ)

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Conclusion

The ABTPA Advisory Committees (Board Solution, Grantee Advisory, and Insurance Fraud) and their roles and responsibilities are detailed in the current Texas Administrative Code (TAC). The ABTPA Advisory Committee Redesign Taskforce determined that in its future state, ABTPA would be better served by eliminating the Committees and focusing its efforts on strategic communication among grantees and establishing and maintaining strategic partnership with related outside entities. Based upon this feedback, reference to the advisory committees will be removed from the TAC and ABTPA Rules. In place of advisory committees, ABTPA is proposing the implementation of a strategic communication plan complete with goals and strategies. The new vision will provide the structure and support to foster a strategic two way flow of communication with ABTPA and grantees and establish planning, collaborative efforts and partnership among grantees and outside entities to address automobile burglary and theft prevention in Texas.

X. Strategic Partnerships

Overview

Acquiring and maintaining strategic partnerships to advance ABTPA's mission is at the forefront of ABTPA's strategic endeavors. Partnerships with organizations that have a vested interest in the success of ABTPA is vital for the growth and sustainability of the Program. ABTPA's strategic partnership plan consists of both attending and presenting at conferences and workshops of related organizations, associations, state government agencies and law enforcement departments.

Targeted Entities

Certain entities have been targeted by ABTPA for the purpose of developing and maintaining strategic partnerships. By fostering a working relationship with the targeted entities, ABTPA can expand its network of supporters, leverage the success of the collaborating entity and increase its visibility within the local communities and across the State of Texas.

The Advisory Committee Redesign Taskforce identified the following entities as primary partners to begin this initiative:

- Tax Assessor/Collectors Association
- The V.G. Young Institute of County Government
- TxDMV Vehicle Titles and Registration (VTR) Regional Manager Meeting/PM PD coordination and partnership
- Texas Department of Insurance (TDI)
- National Insurance Crime Bureau (NICB)

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- The Sheriff's Association of Texas
- The Texas Police Association
- Texas Police Chief's Association (TPCA)
- Sam Houston State University (Criminal Justice Department)
- Tarleton State

Conclusion

Strategic partnerships offer benefits to all organizations involved in the collaborative effort. ABTPA's goal is to develop partnerships that will enhance and perpetuate the mission and goals of ABTPA, while positioning the Program for future sustainability.

XI. Grantee Training

Overview

In order to be deemed as a successful ABTPA grantee, specific program requirements must be met. Grantees require education and training on many aspects relating to their grants, including reporting, allowable reimbursement expenses, eGrants and ABTPA rules. As of now, all grantee training is conducted "face-to-face." Though training is a fundamental element of a successful grantee, Internal Audit has recommended ABTPA to identify methods of providing training, other than face-to-face, that will reduce or eliminate travel costs.

Mandatory Workshop

Currently, all potential grant applicants must attend a mandatory three (3) day workshop. The workshop is held in January prior to application submissions, and among other topics, covers the application process and the eGrants system.

Based on grantee feedback, there does not appear to be a clearly defined resolution for how to administer grantee training/s. Some grantees feel as though a "mix of online training(s) and face-to-face meetings would be beneficial," while others have expressed concerns about finding the time necessary to complete on line trainings in a "busy work environment."

ABTPA's required attendance workshop in the proposed future state, will start with the status of the applicant. New grant applicants will be required to attend a day and a half (1 ½) "in person training". The training is set to provide essential information that a potential grantee would need to know in order to successfully apply for an ABTPA grant and remain in good standing as a grant recipient. Returning grant applicants will either attend a full day training (during non-legislative years), or an online training course as soon as the course is developed.

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ABTPA Summit

Each year ABTPA hosts an educational summit. The goal of the Summit is to provide detailed information and a variety of training classes relating to automobile crime prevention and grant administration. ABTPA has received mixed feedback on the overall content and relevance of the Summit.

The 2015 Summit will not be held as ABTPA Board members voted to cancel the event. ABTPA will continue to assess grantee training needs through various means (i.e. conference calls, surveys, etc.) in an effort to make the Summit more analogous to automobile related crimes, grantee interests and identified trends.

Conclusion

ABTPA grantees have expressed the need to have administration training in multiple formats including face-to-face and online. The Team will continue to assess the needs of ABTPA grantees to ensure that the formats and content provided are beneficial to the future growth of the program. ABTPA is also reviewing online training opportunities as a component to its training plan. Additional formats could include online, computer based training (CBT's), webinars, YouTube videos, etc. The Summit events will be designed by the Taskforce members in their first strategic planning session. For fiscal year 2015, this will be via hosted conference calls.

XII. ABTPA Skillset Refinement and Alignment

Overview

The internal audit findings identified deficiencies in the required skillsets of ABTPA staff and the continuing education needs of ABTPA Board members. In order to advance in conjunction with the redesign of ABTPA, staff members must also sharpen existing skills, while acquiring new abilities to meet business needs. ABTPA Board members must remain abreast of standards, legislative changes and other factors that impact ABTPA as a whole.

In addition to incorporating recommendations from the audit findings, the ABTPA redesign efforts have also emphasized the fact that staff members may be working outside of the proper job classifications in their current roles. Newly assigned job functions and the changing structure of the Program also work to underscore the need to assess if the current ABTPA job titles and classifications remain applicable.

Identified ABTPA Staff Essential Training

In its future state, ABTPA grant monitors will be conducting routine monitoring visits along with single audits and audit desk reviews. Because these tasks were performed by the TxDMV Internal Audit Division until recently, ABTPA staff members do not possess the skills or experience to effectively carry out these grant requirements.

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Training courses through the Texas State Auditor's Office (SAO) have been identified to assist in ABTPA's education of accepted government auditing standards and the acquisition of other necessary skills.

The chart listed below identified the SAO courses that align with the business needs of ABTPA, along with a brief description of each course.

Course	Date	Description
"Auditing Essentials"	10/27/14-10/28/14	The course focuses on planning audits, collecting/analyzing data, standards and tests of evidence and report writing basics
"Understanding the Yellow Book"	2/9/15	The course focuses on the Yellow Book, or Generally Accepted Government Auditing Standards, the "recipe book" for performing audits. Following the Yellow Book is critical for high-performing audit shops.
"Developing/Presenting Reportable Findings"	4/9/15	The course focuses on developing and presenting compelling findings that comply with Yellow Book standards and fully address audit objectives. Various types of findings are discussed as are the advantages and disadvantages of each type. The course also covers how to present findings.

Note: ABTPA staff have been enrolled in these initial courses and will continue their training as appropriate coursework is identified.

Staff Reclassifications

ABTPA staff have been researching SAO job descriptions, levels and classifications to determine if more suitable classifications exist for the roles and responsibilities currently being conducted by ABTPA Staff, as well as the roles and responsibilities for the future state.

The chart below provides information on current ABTPA staff members' titles, along with the corresponding title that appears to be more fitting based on ABTPA duties and future anticipated growth and responsibilities.

NAME	CURRENT	NEW
Barbara Matthys	Administrative Assistant	Executive Assistant
Anna Mallett	Program Specialist	Grant Coordinator
Rachel Snell	Program Specialist	Grant Coordinator
Mary Dominguez	Grant Coordinator	Grant Coordinator

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Continuing Education of ABTPA Board Members

In the proposed future state, ABTPA Board members have been assigned a more active roles in the undertakings of ABTPA staff and grantees. On August 8, 2014, TxDMV general counsel conducted its first Board member continuing education training. During this session, general counsel emphasized open records, travel requests and the importance of the ABTPA Board's responsibilities to the Program. General counsel will continue to conduct the trainings and information sharing sessions necessary to support the Board in its oversight and guidance of ABTPA.

Conclusion

The scope of the ABTPA redesign is not limited to grantee responsibilities and the development of leaner business processes. ABTPA Board and staff members must also receive the necessary information and education required to successfully fulfill their respective roles proposed in the redesign efforts.

ABTPA staff members are the cornerstone of the Program and as a result, should be assessed for "goodness of fit" and viability in the future state. Training courses have been identified to enhance the skillsets of ABTPA staff members and efforts are in the works to place Staff in the proper job classifications; all of which are factors that will ultimately work to fortify the foundation of ABTPA.

XIII. Calendar of Events & Important Deadlines

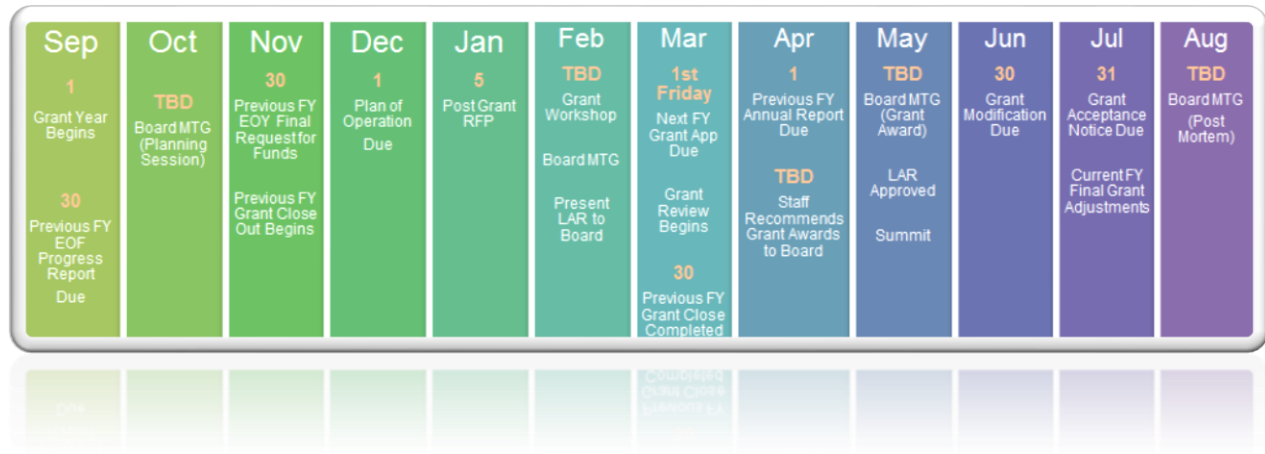
Overview

Important events and due dates have been shifted in order to accommodate the changes outlined in ABTPA's proposed future state.

Calendar

The calendar listed below shows projected dates and the corresponding event. The calendar will be housed on ABTPA's website, complete with detailed information regarding trainings, board meetings and other important events.

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Calendar Legend:

EOY- End of Year

FY- Texas Government Grant Fiscal Year

GY- Grant Year

LAR- Legislative Appropriations Request

MTG- Meeting

RFP- Request for Proposal

Conclusion

In order to accommodate the changing rules/statutes, reporting criteria and processes, ABTPA has also had to reassess both its calendar and fiscal year due dates. Grantees must become aware of the new calendar of events as a number of due dates directly impact grantees.

XIV. Technological Advancements

Overview

A number of ABTPA's internal audit findings hinge on streamlining processes and improving the efficiency of tasks conducted by ABTPA Staff. Many of these findings cannot be fully mitigated or resolved without an overall business assessment and renovation of ABTPA's grant management system (eGrants).

ABTPA has devised a two pronged approach to address the system enhancements required to propel eGrants into a robust system built on business rules and supported by business processes.

Short Term eGrants Enhancements

The first level of the two pronged enhancement approach consists of ABTPA making immediate updates to eGrants. These improvements to the system must be scoped, prototyped, coded and deployed in order to support the many proposed process changes in ABTPA's future state.

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The chart below details eGrants system enhancements that have been identified and slated for immediate attention by the eGrants vendor (Agate).

Enhancement	Functionality
Application Modification	Modifications have been made to the “goals and objectives” on the grant application. The electronic application found in eGrants must be edited in order to align with the strategies, goals and activities proposed in the future state.
Printed Reports vs. On Screen Reports	Though visible on the screen, some reports within eGrants lack fields and other pertinent information when printed. The vendor has completed this upgrade and ABTPA is awaiting testing efforts and deployment.
Application Submittal Signature Check Block	The current process requires applicants to submit a grant application in eGrants, as well as a “hard copy” of the same application to ABTPA for the purpose of original signatures. ABTPA has modified its processes to require only the grant application be submitted via eGrants. In order to support this change, eGrants will need to be modified to include an electronic signature block and associated legal verbiage.
Upload Capabilities	The goal of ABTPA is to utilize eGrants as the sole repository for all grant related reports and documentation. An eGrants enhancement is required to create uploading capabilities in specific locations throughout the system for both grantees and ABTPA staff.
Removal of Public Awareness Section from “Progress Report”	In the proposed future state, the Progress Report will no longer contain public awareness information.
Deletion of Long Term Public Awareness Report	The intended goal of the long Term Public Awareness report was to provide information of upcoming taskforce events. This function will now be carried out in the form of a “calendar of event” maintained on the ABTPA website.
Report Hyperlinks and Filters	Currently in eGrants, reports, as well as hyperlinks display calendar year as opposed to fiscal year dates. This can aid in a user’s misunderstanding of the sorting features within the system. The enhancement is to match all reports to the parent document (grant application) by fiscal year. Any hyperlink that displays a year, will now display the respective fiscal year as well. (Anticipated coding completion by Vendor: Oct.2014)

Long Term eGrants Enhancements

The second level of the two-pronged enhancement approach will tackle the more complex enhancements, those that are “project level” in hours and resources. These changes to the system will require not only a Business Analyst (BA), but also a Project Manager, an experienced Systems Architecture and System Testers. The Business Analyst currently assigned to ABTPA will create a statement of work (SOW) outlining scope elements, detailed specifications, assumptions, risks and known constraints of the work effort.

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The chart listed below displays presently identified major enhancements for eGrants. To date, stated requirements, or a description of what the ABTPA customer believes they want, have not been gathered.

Enhancement	Functionality
Reporting Module with Progress Reports Interface	Not yet scoped
Construction of Compliance Module	Not yet scoped
Construction of Disposition Request Functionality	Equipment Dispositions are currently conducted outside of eGrants
Construction of Inventory Report	Inventory tracking is currently conducted outside of eGrants
Financial Interface with the Centralized Accounting and Payroll Personnel System (CAPPS)	The TxDMV “CAPPS Integration” project removed eGrants from its scope. It is a mandate to move to CAPPS in FY15.

Note: This is not an exhaustive list. All enhancement slated for ABTPA’s “long term phase” have not all been identified. ABTPA will be making changes to fit business needs on a continuous basis.

Conclusion

ABTPA, with the aid of an experienced BA from TxDMV’s Enterprise Project Management Office (EPMO) has been diligently working with Agate to improve the current state of the system. ABTPA is also partnering with other state agencies who use eGrants in order to leverage their unique insights obtained from years of updating their system. The goal of the eGrants redesign is to develop a system that better supports business processes, while being more intuitive for grantees and Staff members alike.

XV. ABTPA Accomplishments

The past four (4) months can only be described as an unprecedented series of unforeseen events. The very existence of ABTPA was in jeopardy and consequently, drastic yet immediate measures had to be taken in order to preserve the Program and all it has to offer to the citizens of Texas.

Though it has not been easy, ABTPA can now look back and boast of major accomplishments achieved in spite of previous uncertainties. Firstly, ABTPA has successfully integrated into the Texas Department of Motor Vehicle. As a Division of TxDMV, ABTPA like all Divisions, was required to produce a “Yearly Operations Plan.” Even as ABTPA Staff were heavily involved in intense redesign work sessions, ABTPA managed to develop and submit its first Yearly Operations Plan.

An additional accomplishment reached as a direct result of the assimilation into TxDMV was the securing of much needed resources to aid in building a strong foundation for the future of ABTPA. The Program has leveraged resources from the EPMO in the form of a Business Analyst, a Website Administrator from IT (Information Technology) Applications Development,

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and ABTPA's own legal representative from General Counsel. A contract statistician was also brought in to form the final component of the "ABTPA Redesign Team." Once formed, the Redesign Team connected with the Finance and Internal Audit Divisions of TxDMV for feedback on specific topics pertaining to their respective areas of expertise.

Another key accomplishment worthy of "bragging rights", is the fact that ABTPA and the Redesign Team meticulously and deliberately combed through each and every existing ABTPA business process. Guided by grantee feedback, the internal audit report, and the overall desire for program improvement, ABTPA evaluated all processes and procedures to determine if they could be streamlined and adapted for business continuity in the future state.

In addition to assessing existing processes, ABTPA and the Redesign Team also conducted "gap analysis" to determine if supplementary processes and procedures were warranted to bridge the transition from the "As Is" to the future state. One new process which directly stems from the gap analysis is the advent of the "Intent to Apply" process. The Intent to Apply is a "screening process" that single handedly satisfies the audit recommendation of creating a separate process for current and new grant applicants.

eGrants has proven to be both problematic and an essential part of ABTPA's redesign efforts. A number of ABTPA's issues with eGrants stem from the fact that the proper resources were not involved during the procurement and implementation process for the system. To further exacerbate the problem, ABTPA was placed in the position of having to provide technical troubleshooting support to end users, along with fulfilling the day-to-day operations required to administer and monitor grants. ABTPA will now be utilizing Agate's (eGrants vendor) "Help Desk." This decision is a major accomplishment, as ABTPA Staff will be able to devote more time to actual ABTPA duties.

Finally, the proposed modifications to the grantee goals and objectives is a major accomplishment for the ABTPA Redesign Team as it recognizes and supports the collaborative efforts of the grantees. Many law enforcement agencies have been working in close partnership with other jurisdictions to prevent and reduce crimes. With the addition of collaborative strategies under a specific ABTPA goal, grantees will be able to receive recognition for those collaborative and preventative efforts already taking place in the field.

The redesign efforts have birthed a new era of ABTPA. Through hard work and perseverance, ABTPA and the Redesign Team have positioned the Program for a future that is in compliance with state law, statues and other grant monitoring standards. ABTPA has built a strong foundation and will continue to overcome past obstacles that once held it stagnant and boast major accomplishments in its future!

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XVI. Acronyms and Meanings

Acronyms	Meanings
ABTPA	Automobile Burglary and Theft Prevention Authority
ATPA	Automobile Theft Prevention Authority
BA	Business Analyst
BMV	Burglary of Motor Vehicle
BSC	Border Solutions Advisory Committee
CAPPS	Centralized Accounting Payroll Personnel System
CBT	Computer Based Training
EOY	End of Year
EPMO	Enterprise Project Management Office
FY	Fiscal Year (Texas Government Grant)
GAC	Grantee Advisory Committee
GY	Grant Year
HEAT	Help End Automobile Theft
HUB	Historically Underutilized Business Program
IFC	Insurance Fraud Committee
ISO	Insurance Services Office
IT	Information Technology
LAR	Legislative Appropriations Request
LBR	License Plate Readers
MTG	Meeting
MVT	Motor Vehicle Theft
NICB	National Insurance Crime Bureau
RFP	Request For Proposal
SAO	Texas State Auditor's Office
SMART	Specific, Measurable, Achievable, Relevant, Time-bound
SOP	Standard Operating Procedures
SOW	Standard of Work
TAC	Texas Administrative Code
TCOLE	Texas Commission of Law Enforcement
TDI	Texas Department of Insurance
TPCA	Texas Police Chief's Association
TxDMV	Texas Department of Motor Vehicle
UCR	Uniform Crime Reporting
UGMS	Uniform Grant Management Standards
VIN	Vehicle Identification Number

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XVII. Revision History Table

Date	Revision #	Status and Description	Author
9/23/14	1.0	Initial Report Framework	Rachel Snell
9/26-9/29/14	1.1	Initial Team Draft	ABTPA Staff
10/3-10/5/14	2.0	Major editing/formatting/creation of new sections	Ronisha Buckingham
10/6/14	2.1	General wording edits	ABTPA Staff
10/6/14	2.2	Creation of “Reference Page”	Ronisha Buckingham
10/8/14	2.3	Overall report edit suggestions	Ginny Booton
10/9/14	2.4	Overall report edit suggestions	Rachel Snell
10/10/14	2.5	Overall report edits	Ronisha Buckingham
10/11/14	2.6	Overall report edits	Ginny Booton
10/12/14	2.7	Overall report edits	Ginny Booton

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Appendix A: ABTPA Grant Evaluation Scoring Sheet



Date: _____

Fiscal Year: _____

Evaluator Name: _____

Grant Applicant Name: _____

Category of Applicant: _____

Requested Amount: _____

Points per Criterion:

Need/Specific/Impactful (40 points max)

Reasonable/Realistic/Timely (30 points max)

Budget (20 points max)

Measurable/Effective (10 points max)

Subtotal

Extra Credit (15 points max)

Total

Recommended for Funding? ☐ Yes ☐ No

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NEED/SPECIFIC/IMPACTFUL (40 points)

In order to be considered for a grant, the applicant must score a minimum of “GOOD” on each of the four statements within the “Need” category.

1. The problem statement clearly identifies the motor vehicle theft problem within the proposed jurisdiction.
 - The proposal provides a clear assessment of the motor vehicle theft problem which includes:
 1. Trends
 2. Coverage area
 3. Population
 4. Registered vehicles (if applicable)
 5. Gateway crimes
 6. Geographical setting (rural, urban, border)
 7. Motor vehicle thefts and theft rates

10-9 points	8-6 points	5-3 points	2-0 points	Score
Problem is clearly identified.	Problem is fairly clear but not all specifics or problem elements are provided.	Problem is vague, weak in definition and description.	Problem is not identified.	
(EXCELLENT)	(GOOD)	(MARGINAL)	(POOR)	

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2. The motor vehicle theft problem is supported by historical data that meets ABTPA requirements as shown below:

- The problem identified is clearly supported by relevant theft data
- The data provided is specific to the coverage area
- The data is sourced correctly

10-9 points	8-6 points	5-3 points	2-0 points	Score
Problem is clearly supported based on data.	Problem is supported based on the data and/or some data is incorrect or missing.	Problem is partially supported based on data provided and/or some data is incorrect or missing.	Problem is not supported based on the data provided.	
(EXCELLENT)	(GOOD)	(MARGINAL)	(POOR)	

Application Specific Information:

- Available published UCR data for the previous three (3) years
- Data of actual activities conducted for the previous three (3) years per ABTPA Progress Report categories, if applicable.
- Registered vehicles by county per TXDMV for the previous three (3) years
- Subtotal by the primary city and county covered
- Total for proposed coverage area

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3. The problem statement clearly identifies the motor vehicle burglary problem within the proposed jurisdiction.
 - The proposal provides a clear assessment of burglary of a motor vehicle problem which includes:
 1. Trends
 2. Coverage area
 3. Population
 4. Registered vehicles (if applicable)
 5. Gateway crimes
 6. Geographical setting (rural, urban, border)
 7. Number of burglaries of a motor vehicle rates

10-9 points	8-6 points	5-3 points	2-0 points	Score
Problem is clearly identified.	Problem is fairly clear but not all specifics or problem elements are provided.	Problem is vague, weak in definition and description.	Problem is not identified.	
(EXCELLENT)	(GOOD)	(MARGINAL)	(POOR)	

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4. The motor vehicle burglary problem is supported by historical data that meets ABTPA requirements as shown below:
- The problem identified is clearly supported by relevant theft data
 - The data provided is specific to the coverage area
 - The data is sourced correctly

10-9 points	8-6 points	5-3 points	2-0 points	Score
Problem is clearly supported based on data.	Problem is supported based on the data, and/or some data is incorrect or missing.	Problem is partially supported based on data provided, and/or some data is incorrect or missing.	Problem is not supported based on the data provided.	
(EXCELLENT)	(GOOD)	(MARGINAL)	(POOR)	

Total Score for Need/Specific/Impactful:

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Reasonable/Realistic/Timely (30 Points)

5. The proposed project fully describes the activities to be conducted. The activities are consistent with the stated goals and strategies of ABTPA, and are reasonable and achievable. These activities address and mitigate the identified motor vehicle theft and burglary problems within the coverage area.
- Activities and numbers clearly provide sufficient explanation to support each project goal
 - The activities selected are reasonable and clearly support the identified problem
 - The target number selected for each activity is reasonable to support the identified problem
 - The activities are consistent with the stated goals and strategies of ABTPA, and the subsequent results are measurable

10-9 points	8-6 points	5-3 points	1-0 points	Score
All activities are consistent with the stated goals and strategies of ABTPA, and are reasonable and achievable.	Most activities are consistent with the stated goals and strategies of ABTPA, and are reasonable and achievable.	Some activities are consistent with the stated goals and strategies of ABTPA, and are reasonable and achievable.	No activities are consistent with the stated goals and strategies of ABTPA, and are reasonable and achievable.	
(EXCELLENT)	(GOOD)	(MARGINAL)	(POOR)	

Application Specific Criteria:

- Progress and numbers to be tracked in the eGrants reporting module, etc.

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6. The program avoids overlapping and/or duplication of any existing programs in the proposed coverage area.
- The program describes the proximity to existing grant task forces, if any
 - The program describes the extent to which the project will duplicate or overlap existing activities and why that if any is necessary
 - If there is overlap, describe how it is effective/unique

10-9 points	8-6 points	5-3 points	1-0 points	Score
The proposal clearly states how the project will be effective/unique in the identified coverage area.	The proposal reasonably states how the project will be effective/unique in the identified coverage area.	The proposal partially states how the project will be effective/unique in the identified coverage area.	The proposal does not describe how the project will be effective/unique in the identified coverage area.	
(EXCELLENT)	(GOOD)	(MARGINAL)	(POOR)	

7. The program has a reasonable public awareness plan that addresses motor vehicle theft and burglary crime prevention, education, and training.
- The proposal identifies a reasonable number and variety of public awareness activities
 - The proposal identifies the target audience

10-9 points	8-6 points	5-3 points	1-0 points	Score
The proposal clearly states how the project will be effective in the identified coverage area.	The proposal reasonably states how the project will be effective in the identified coverage area.	The proposal partially states how the project will be effective in the identified coverage area.	The proposal does not describe how the project will be effective in the identified coverage area.	
(EXCELLENT)	(GOOD)	(MARGINAL)	(POOR)	

Total Score for Reasonable/Realistic/Timely:

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Budget (20 points)

8. The proposed project has realistic and allowable expenditures.

- The proposed budget is reasonable and cost effective
- The budget is in alignment with the activities proposed and the number of personnel involved

5 points	4-3 points	2 points	1-0 points	Score
The proposed budget is reasonable and all expenditures are realistic and allowable.	The proposed budget needs minor revisions to be in alignment with the project.	The proposed budget needs major revisions to be in alignment with the project.	The proposed budget is unreasonable and doesn't align with the proposed project.	
(EXCELLENT)	(GOOD)	(MARGINAL)	(POOR)	

9. Matching funds are clearly identified, available and supported in the budget narrative.

5 points	4-3 points	2 points	1-0 points	Score
All matching funds are clearly identified, available and supported in the budget narrative.	Most matching funds are clearly identified, available and supported in the budget narrative.	Some matching funds are clearly identified, available and supported in the budget narrative.	No matching funds are clearly identified, available and supported in the budget narrative.	
(EXCELLENT)	(GOOD)	(MARGINAL)	(POOR)	

10. For each category where funding is requested, an accurate and complete explanation is provided to document the amount requested.

5 points	4-3 points	2 points	1-0 points	Score
All categories have an accurate and complete explanation.	Most categories have an accurate and complete explanation.	Some categories have an accurate and complete explanation.	None of the categories have an accurate and complete explanation.	
(EXCELLENT)	(GOOD)	(MARGINAL)	(POOR)	

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11. The proposed project demonstrates an effective utilization of ABTPA grant resources.

- Resource allocation devoted to activities are reasonable and appropriate for the identified problem

5 points	4-3 points	2 points	1-0 points	Score
Project demonstrates a high probability of success based on the proposed resource allocation.	Project demonstrates a reasonable probability of success based on the proposed resource allocation.	Project demonstrates a low probability of success based on the proposed resource allocation.	Project does not demonstrate a probability of success based on the proposed resource allocation.	
(EXCELLENT)	(GOOD)	(MARGINAL)	(POOR)	

Total Score for Budget:

Measurable/Effective (10 points)

12. Systems are in place to validate the information reported to ABTPA and evaluate the success of the program

- The project has sufficient checks and balances in place to correctly report information
- Measures are in place to validate the information provided to ABTPA
- Describes the design of a plan for local evaluation and corrective action
- Describes a system that evaluates interim progress and the overall success of the program

10-9 points	8-6 points	5-3 points	1-0 points	Score
The evaluation system described meets all of the stated requirements.	The evaluation system described meets most of the stated requirements.	The evaluation system described meets some of the stated requirements.	The evaluation system does not meet the stated requirements.	
(EXCELLENT)	(GOOD)	(MARGINAL)	(POOR)	

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Extra Credit (15 points)

1. The grantee cash match is greater than the required 20% minimum.

10 points	8 points	6 points	4 points	2 points	0 points	Score
Greater than 55%	55.00% - 45.01%	45.00% - 35.01%	35.00% - 25.01%	25.00% - 20.01%	Meets 20% minimum	

2. The subsequent results of all grantee suggested activities [not on the ABTPA provided list/other] are trend setting and measurable.

5 points	4-3 points	2 points	1-0 points	Score
All subsequent results of all suggested activities are measurable.	Most subsequent results of all suggested activities are measurable.	Some subsequent results of all suggested activities are measurable.	No subsequent results of all suggested activities are measurable.	

Total Extra Credit Points:

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Evaluation Team

The “Evaluation Team” is compiled of ABTPA Staff, (including the ABTPA Director), and the ABTPA Board Liaison. The purpose of the Evaluation Team is to read, analyze and score all grant applicants using the “Grant Scoring Evaluation Criteria” and ultimately make grant award recipient and funding recommendations to the ABTPA Board. In the event the members of the Evaluation Team are unable to reach a resolution regarding a grant application, it is the responsibility of the Board Liaison to bring forth the issue to the Texas Department of Motor Vehicle (TXDMV) General Counsel assigned to ABTPA for further guidance and recommendations supported by ABTPA, and State and Federal rules and regulations.

Scoring Process

Each member of the Evaluation Team will score each grant application using the “Grant Scoring Evaluation Criteria.” There are a total of four (4) criteria sections to be assessed per application: “Needs/Specific/Impactful, Reasonable/Realistic/Timely, Budget and Measurable/Effective.” The grant applicant must achieve an *average score* of “GOOD” on the “Needs/Specific/Impactful” criteria section (questions 1-4) in order to remain in consideration for an ABTPA grant. The “average score” is derived by totaling all individual scores from the Evaluation Team members and dividing by the number of Team members to produce a score that corresponds to the predetermined “categories”/ranking table (Excellent/Good/Marginal/Poor).

If the applicant achieves two (2) “MARGINALS” or 1 (one) “POOR” average rankings on the remaining eight (8) questions, the applicant will no longer be considered for an ABTPA grant by the Evaluation Team.

At the close of the scoring process, the Evaluation Team will making recommendations to the ABTPA Board for grant awards and award amounts.

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AWARD Amount Calculation Spread Sheet											
Fiscal Year		***		Legend:		Heading		Input		Interim Result	
				Change Status:		Do Not Change		Change Required		Do Not Change	

Appendix C

Additional appendices (use cases, process flows, etc.) are still being developed and will be provided at a later date.